

**CLAIM AND VOUCHER FOR REIMBURSEMENT OF EXPENSES INCURRED IN THE SALE  
AND/OR PURCHASE OF A RESIDENCE-PERMANENT CHANGE OF STATION**

**INSTRUCTIONS**

1. Form DOT F 1500.6 is to be used for reimbursement of real estate expenses in connection with the sale/or purchase of a residence involving permanent change of station. The form should be submitted promptly after completion of the sale or purchase.
2. Complete Parts I and II and show amount claimed on Part III of the form. Enter all applicable amounts and totals on reverse side. If the payee is not set up for Direct Deposit, a check in payment of the claim will be sent to the payee at the address shown in Part I of the form.
3. Attach one complete set of documents required to support claim-sale and/or purchase agreements, settlement sheets, receipted bills and invoices, receipts, etc. These should be photo copies, as they will not be returned. Be sure to sign the payee certification.
4. Submit original of Form F 1500.6 with supporting documentation to the approving officer at the new duty station. Upon approval, send the original to the accounting office in Oklahoma City at: FAA/MMAC/AMZ-130, P.O. Box 25082, Oklahoma City, Ok. 73125-4913
5. In a sale and/or purchase involving a duplex type of multiple unit structure reimbursement shall be limited to that portion of the expense which related to the one family unit used as the employee's residence.
6. Costs of insurance against damage or loss of property, maintenance and operation costs and property taxes are not reimbursable. Also, mortgage discounts, points, interest on loans and losses in connection with the sale or purchase of a residence due to price or market conditions are not reimbursable. Notwithstanding the foregoing, no fee, cost, charge, or expense is reimbursable which is determined to be part of the finance charge under the Truth in Lending Act, Title I, Public Law 90-321, and Regulation Z issued pursuant thereto by the Board of Governors of the Federal Reserve System.
7. Approving officer must determine that all amounts are reasonable and customary in the locality where the expense was incurred. He will determine whether it is necessary to obtain the signature of an official at the old duty station where the claim is for expenses in connection with the sale of the employee residence. The amount claimed will be reduced if any items are in excess of the amount established as reasonable and customary for that item.
8. The aggregate amount of expenses which may be reimbursed in connection with the sale of the residence at the old official station shall not exceed 10 percent of the actual sale price, or \$50,000, whichever is the smaller amount; and for the purchase of the home at the new official station, the aggregate amount of expenses which may be reimbursed shall not exceed 5 percent of the purchase price, or \$25,000, whichever is the smaller amount.
9. Falsification of an item for reimbursement may result in a forfeiture of the claim (28 U.S.C. 2514) or a fine of not more than \$10,000.00 or imprisonment for not more than 5 years, or both (18 U.S.C. 287; id 1001).